

13 MAY 1969

MEMORANDUM FOR: Special Assistant for Vietnamese Affairs

SUBJECT : National Civil Service League Career Service
Award - Colonel L. K. White

1. I want to request your assistance in publicizing and encouraging attendance at the dinner dance honoring Colonel White on 13 June 1969.
2. The National Civil Service League (NCSL) has urged each representative Agency to establish 150 as a minimum attendance goal. This goal, I believe, is completely realistic and as you know is heartily endorsed by the Director. Office quotas are certainly not being established and it is my firm belief that discussions at your staff meetings will give us the support needed.
3. The following basic facts are provided for your information.
 - a. A dinner dance honoring the winners of the NCSL Career Service Awards will take place at 7:30 p.m. Friday, 13 June 1969, at the Washington Hilton Hotel.
 - b. The dinner dance will be preceded by a reception and cash bar at 6:30 p.m.
 - c. The cost for government employees is \$15.00 per ticket and the same for family members of government employees. Non-government persons will be charged \$25.00 per ticket.
 - d. Reservations may be made for individual seating as well as tables for ten.
 - e. Dress for the occasion is semi-formal. (Business suits)

STATINTL

4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for your component with [REDACTED], Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 16 May 1969 at which time [REDACTED] will discuss with him the various procedures to be followed. STATINTL

5. I am certain I can count on your support to ensure Colonel White is honored in a manner he justly deserves.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	EO/OP		13 MAY 1969	JCO	
2	DD/Pers			JST	
3	D/Pers				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks:</p> <p>Two comments -</p> <p>In reception at 6:30 open to all? if not - won't this be confusing</p> <p>"Semi-formal" is a confusing term - to me Formal is white tie - Semi-formal - black tie - don't we mean dark suits - Semi-formal (dark suit)</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
C/BSO				13 MAY 1969	

TRANSMITTAL SLIP		DATE
TO: Mr. Wattles		
ROOM NO.	BUILDING	
REMARKS:		
<p>The reception at 6:30 is the "General" reception which will be open for all who attend the dinner. There will also be a private reception for the winners and the Department Heads on an "invitation only" basis.</p> <p>The head table will be black tie but the others can wear business suits (the ladies usually wear cocktail dresses).</p>		
FROM: C/BSO		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)